

MINUTES OF THE MEETING
NEBRASKA CENTER FOR NURSING
March 17, 2017

CALL TO ORDER

The meeting of the Nebraska Center for Nursing (CFN) Board was called to order by Liane Connelly, Chair, at 9:35 a.m. at Cornhusker State Industries, Room C, 800 Pioneers Blvd., Lincoln, Nebraska. Copies of the agenda were distributed in advance to the Board members, posted outside the Licensure Unit within the Nebraska State Office Building, and posted on the Department of Health and Human Services website. Connelly announced the location of a current copy of the Open Meetings Act within the room.

ROLL CALL

The following Board members answered roll call:

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| • Lina Bostwick, RN | • Cindy Hadenfeldt, RN |
| • Kathy Bowman, RN | • Anna May, RN |
| • Liane Connelly, RN, <i>Chair</i> | • Pamela Uhlir, RN |
| • Suzanne Deyke, RN | • Lisa Walters, RN |
| • Kayleen Dudley, RN | |

The following Board members were absent:

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| • Charity Ebert, RN | • Christi Glesmann, RN |
| • Teresa Faith, LPN | • Kathy Harrison, RN |

The following staff members were in attendance:

- Ann Oertwich, RN, *Program Manager*
- Kathy Hoebelheinrich, APRN, *Nursing Practice Consultant*
- Sherri Joyner, *Health Licensing Coordinator*
- Juan Ramirez, PhD, *Independent Consultant*
- Jacci Reznicek, RN, *Nursing Education Consultant*

A quorum was present, and the meeting convened.

ADOPTION OF THE AGENDA

Connelly announced that Nolan Gurnsey had resigned from the Center for Nursing Board and the Center for Nursing Foundation Board. She asked that an item for appointment of Center members to the Foundation Board be added to the agenda. She also noted that the surveys completed by Board members indicated a desire to better prioritize agendas. Based on this feedback, Connelly asked that that the agenda item on purchasing a supply-and-demand workforce model be discussed after the item on the budget for fiscal year 2017-18.

Motion: Bowman made the motion, seconded by Dudley, to adopt the revised agenda for the March 17, 2017, meeting of the Nebraska Center for Nursing Board.

Voting Yes: Bostwick, Bowman, Connelly, Deyke, Dudley, Hadenfeldt, May, Uhlir, and Walters. **Voting No:** None. **Abstain:** None. **Absent:** Ebert, Faith, Glesmann, and Harrison. **Motion carried.**

These minutes were approved by the Nebraska Center for Nursing Board on May 11, 2017.
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APPROVAL OF MINUTES

Motion: Bostwick made the motion, seconded by Deyke, to approve the minutes of the January 20, 2017, Center for Nursing Board meeting with corrections.

Voting Yes: Bostwick, Bowman, Connelly, Deyke, Dudley, Hadenfeldt, May, Uhlir, and Walters. **Voting No:** None. **Abstain:** None. **Absent:** Ebert, Faith, Glesmann, and Harrison. **Motion carried.**

CENTER FOR NURSING FOUNDATION

Appointment of CFN Members to Foundation Board

Motion: Walters made the motion, seconded by Uhlir, to approve the appointment of Kathy Bowman to the Center for Nursing Foundation Board.

Voting Yes: Bostwick, Connelly, Deyke, Dudley, Hadenfeldt, May, Uhlir, and Walters. **Voting No:** None. **Abstain:** Bowman. **Absent:** Ebert, Faith, Glesmann, and Harrison. **Motion carried.**

Connelly noted that with the resignation of Nolan Gurnsey, the Foundation did not have a Board President.

Motion: Uhlir made the motion, seconded by Bowman, that Anna May coordinate Foundation functions until such time that the Foundation can meet to elect officers.

Voting Yes: Bostwick, Bowman, Connelly, Deyke, Dudley, Hadenfeldt, Uhlir, and Walters. **Voting No:** None. **Abstain:** May. **Absent:** Ebert, Faith, Glesmann, and Harrison. **Motion carried.**

Proposals to Integrate Nebraska Action Coalition with Foundation

Members reviewed a memorandum dated February 8, 2017, that had been prepared by Zachary Buxton from the Baird Holm law firm. The memorandum addressed issues related to the Nebraska Action Coalition (NAC) operating as an auxiliary organization of the Center for Nursing Foundation. The CFN Foundation had reviewed the memorandum when it met on February 9th. Connelly recommended that the memorandum be included as an attachment to the minutes.

Members noted that Buxton's analysis indicated that the auxiliary organization arrangement appeared to be a permissible activity for the Foundation and that there was a good faith argument that it would not jeopardize the Foundation's nonprofit status. They also noted that under an auxiliary organization arrangement, the Center would need to have the ability to elect or appoint officers to NAC's board.

The memorandum outlined three potential alternatives to the auxiliary organization arrangement: 1) converting NAC into a Limited Liability Company (LLC), 2) establishing the Foundation as NAC's fiscal sponsor, and 3) establishing NAC as a 501(c)(3). Connelly reported that she had asked Buxton if a LLC could have non-profit status and that Buxton said it could not. Connelly said an LLC status would prevent NAC from applying for grants.

Under the fiscal sponsor arrangement, the Foundation would serve in the role currently performed by the Visiting Nurses Association of the Midlands (VNAM), which allows NAC to use VNAM's tax exempt status when it applies for grants. Walters asked about the responsibilities involved in being a fiscal sponsor. Connelly and Oertwich said the primary responsibilities were related to accounting and tax functions. They also reported that Gurnsey had forwarded to them the name of the firm in Aurora that does the Foundation's taxes and that could probably do other accounting work for the Foundation. Uhlir, referring to a website she found for the National Network of Fiscal Sponsors, said that it might be advisable to do more research. As an example, she asked about any liability the Center's might incur if NAC went into a deficit.

Members discussed the possibility of funding an employee for NAC. Walters asked if NAC is pursuing other grants. Connelly said she was not able to attend NAC's most recent meeting, but that NAC is continually looking at fundraising and that Victoria Vinton in her role as NAC Director spends about 80% of her time working on fundraising. Uhlir noted the advisability of having a permanent staff member in order to better ensure that an organization is meeting the guidelines for nonprofit status. Uhlir also noted that currently Vinton receives clerical support from VNAME. May noted that the Foundation does not have an income source to pay an employee. Connelly said it would be prudent to clearly state that the Foundation could not guarantee any funds to support a paid staff position.

Oertwich said the Foundation owes approximately \$3,000 in legal fees for the work done by Zach Buxton. She also noted the NAC needs to do a significant amount of work in order to finalize an agreement. Oertwich said the Foundation needed to clearly communicate to NAC that it could only offer fiscal sponsorship.

Motion: Deyke made the motion, seconded by Walters, to recommended pursuing the option of establishing the Foundation as Nebraska Action Coalition's fiscal sponsor if the Foundation reviews the memorandum dated February 8, 2017, and can ensure that it meets the guidelines and requirements to be a fiscal sponsor.

Voting Yes: Bostwick, Bowman, Connelly, Deyke, Dudley, Hadenfeldt, May, Uhlir, and Walters. **Voting No:** None. **Abstain:** None. **Absent:** Ebert, Faith, Glesmann, and Harrison. **Motion carried.**

CFN PROPOSED BUDGET FOR FISCAL YEAR 2017-18

Connelly said she would meet with Oertwich to draft a proposed budget to present to the Board of Nursing. Uhlir asked that the budget include enough funds to cover the purchase of a supply-and-demand data model.

PURCHASE OF SUPPLY-AND-DEMAND WORKFORCE MODEL

Oertwich said that she has requested a waiver from competitive bidding requirements for the purchase of a supply-and-demand model. The request for the waiver is based on Dr. Craig Moore being a single-source provider of the type of model in which the Board is interested. Uhlir asked if they would know if the request has been approved by the time the Board meets in May. Oertwich said she should know by May 20th.

10:55 a.m. *Meeting went into recess.*

11:07 a.m. *Meeting reconvened.*

NATIONAL FORUM ANNUAL CONFERENCE

Ramirez has submitted a presentation proposal for the National Forum of State Workforce Center's Conference to be held in Denver, Colorado, June 7-9, 2017. Because of the State's travel freeze, staff will need to submit requests for travel exemptions for those Board members interested in attending the conference.

MEETING EVALUATION SURVEY

Bostwick reviewed the questions included in survey completed by Board members following the Board's January 20, 2017, meeting. Ramirez summarized how he translated Board members' responses into a numerical value.

Ramirez said a common theme that emerged from the results involved efficient use of time. Bostwick noted that Connelly had already used the survey results to adjust the agenda. Bostwick suggested that time might be used more efficiently if each group had a lead person.

Ramirez said he thought the Center needed a robust strategic plan. Walters said the Center does have a strategic plan but that it was published in a cloud format that makes it difficult to access. She noted the need to regularly update the plan.

Members discussed whether they should complete a survey after each meeting. Uhlir suggested it might be helpful to have members answer a couple of questions at the end of each meeting. Members also suggested completing a survey after every other meeting.

11:15 a.m. Connelly left the meeting.

UPDATES

CFN Facebook Page

Bostwick, Deyke, Ramirez, and Uhlir have administrative access to the Center's Facebook page. Deyke said that she will post to the site soon.

CFN Website

Joyner reported that Nebraska Interactive is scheduled to start designing the Center's new website in May and that the site is expected to go live in late July. Deyke requested that the website include a secure area where members could access Board-related materials.

Rural Nursing Video

Members watched a video produced by Justin Kofoed designed to promote nursing in rural areas. The video featured Nolan Gurnsey and included footage shot at several health care facilities in Imperial, Nebraska. Kofoed had requested feedback from the Center on any edits they wanted. Members wanted to see a greater variety of ages portrayed in the video, and they recommended including more outdoor shots and people engaging in outdoors activities. They noted that these scenes did not necessarily have to be filmed in Imperial. Members found some of the references to EMTs confusing and suggested that they be edited out. They also wanted to remove comments that might be construed as promoting rural nursing as a stepping stone to working in urban areas or that might be construed as negative portrayals of urban hospitals. Deyke said the key words she would like to hear are "passion," "impact," "caring," and "community." She suggested highlighting the community angle, noting that rural nurses are often well-known and highly respected in their communities.

2016 RN RENEWAL REPORT

Ramirez gave a presentation on the 2016 RN Renewal Survey Results. The analysis, he said, is based on replies submitted by nurses who reported working in Nebraska. Buffalo County had the highest number of RNs per capita (19.4 per 1,000 people), followed by Douglas County (19.0) and Madison County (18.7). Uhlir noted that the high number of RNs in Buffalo County and Madison County was likely a reflection of the fact that medical centers in these two counties draw in large numbers of patients from surrounding counties.

Data on race and ethnicity collected in the 2016 renewal surveys indicate that 6.3% of Nebraska RNs are members of minority groups, compared to a national level of 24.6%. The RN diversity index for Nebraska has been rising since 2000. The diversity index calculates the probability that two randomly chosen RNs belong to different race/ethnic groups. The 2000 survey results showed an RN diversity index of 7.6%. In 2016, the diversity index was 16.0 %. Ramirez said that the diversity index for RNs nationally is approximately 55%.

The report also included data on gender, age distribution, education level, work settings, and job satisfaction. Ramirez said he had provided Oertwich with data and Excel files that include all the data from renewal surveys since 2000.

1:00 p.m. *Hadenfeldt left the meeting.*

STRATEGY GROUP WORK

Group #3 (Mobilize Stakeholders) did not meet because Walters was the only group member present. Uhlir and Ramirez, who are members of Group #1 (Provide Supply-and-Demand Data Model) met with Group #4 (Evaluate Initiatives).

REPORTS FROM STRATEGY GROUPS

Bostwick reported that she would like to help create a framework for assessment and metrics so that Group #4 can better assess the effectiveness of the Center's activities.

Deyke reported that she will send out a calendar for updating the Center's Facebook page to members of Group #2 (Disseminate Data). Each group member will be assigned a month for which they will be responsible for making updates.

Walters said she would make a recommendation to Connelly that the Board's next meeting include time to work on the Center's Strategic Plan. She also noted the need to set a target date for publishing the Center's Annual Report. She asked each group to designate a person to write a paragraph on what the group has accomplished and to submit the write-up to Oertwich by May. Uhlir volunteered to prepare the write-up for Group 1, Deyke for Group 2, and Bostwick for Group 4.

CONCLUSION & ADJOURNMENT

The meeting adjourned at 1:40 p.m.

Respectfully submitted,



Sherri Joyner
Health Licensing Coordinator